



Columbia County School District Job Description

Position Title: Interpreter For Hearing Impaired		
Department: School	Evaluation Instrument: Performance will be evaluated annually by the School Principal in accordance with Policy GBI - Evaluation of Personnel	
Pay Grade: Teacher Pay Scale	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 190 Days, 8 Hours Per Day		
Reports to: School Principal and Any Other Assigned Administrator		

MINIMUM QUALIFICATIONS

Education: Must hold a Bachelor of Science in Education in Sing language/English Interpreting, Passing EIPA score preferred.

Certification: Hold a valid Georgia Educational Interpreter License issued by the Georgia Professional Standards Commission as mandated by Rule 505-2-43 (O.C.G.A. 20-2-215).

Essential Knowledge/Skills: Responsible for helping students who are deaf/hard of hearing understand what is being said in a variety of situations/classes; Must have the ability to understand subject matter so he/she can accurately translate spoken language into sign language and interpret sign language into spoken language for classroom participation; Strong listening, sign language and communication skills are necessary to adequately perform the duties of the Hearing Impaired Educational Interpreter; Be able to learn subject matter independently when interpreting in higher level classroom settings to gain an understanding of subject matter in order to interpret information correctly; Knowledge of child development/understanding the nature of children; ability to assist in instructing reading, writing and mathematics; Possess good interpersonal skills, emotional maturity and patience; Ability to follow the lead and directions of a teacher as related to academic and behavioral support for students who are deaf/hard of hearing; Must be able to complete duties with minimal supervision; May involve lifting, carrying or transferring of 50lbs; continuous standing, running, squatting, twisting, pushing, pulling and sitting on the floor to complete activities; Must be able to hear, see, and follow instructions and complete tasks with minimal supervision; To be successful, must have emotional maturity and be patient with students.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Primary Function: The Hearing Impaired Educational Interpreter is a support staff position working under the supervision of the classroom general and/or special education teacher. The Educational Interpreter for Deaf/Hard of Hearing has some decision-making authority, as limited and regulated by board policy and state law. He/she will also maintain confidentiality of all student data.
- Major Responsibilities and Duties: Performed under the general supervision of the classroom and/or special education teacher and may include but not be limited to the following:

Instructional

- Plan and conduct small group or individual classroom activities to include one on one instruction, small group instruction of assigned interventions/lessons or activities.
- Assist with supervision of students.

- Implement student Individualized Education and Behavior Intervention Plans.
- Assist with student assessment and collect data on student progress.
- May involve community-based instruction/community-based vocational instruction based on IEP goals/objectives.
- Other duties as assigned by the teacher and principal.

Management

- Collect data related to IEP goals.
- Prepare materials for instruction.
- Locate, operate and return needed equipment.
- Assist with classroom housekeeping.
- Assist in the ordering and inventory of classroom equipment and materials.
- Other duties as assigned by the teacher and principal.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: January 2015